Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160006-4

28 Not on SRB FY Report | SECRET Classification | delete

REPORTS INVENTORY

SURVEY NO. SRB 026

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
PERSONNEL STRENGTH QUARTERLY STATISTICAL REVIEW (ABBREVIATED)

2. TYPE OF REPORT: ✓ STATISTICAL; ✓ NARRATIVE; MACHINE-NAME LISTING

3. FUNCTIONAL AREA: ✓ PERSONNEL; LOGISTICS; MEDICAL; TRAINING; SECURITY; FINANCE; ADMIN. GENERAL; OTHER (specify)

4. NO. OF COPIES PREPARED: 2

5. FREQUENCY (weekly, monthly, quarterly, etc.): QUARTERLY

6. DISTRIBUTION (No. of components not number of copies): 2

7. FORMAT (memorandum, form, computer print-out, etc.): FORM

8. ADP PROCESSING: YES; ✓ NO; IF YES GIVE ADP PROCESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: HR

10. PREPARING COMPONENT (Include lowest level contributing information to report)
OP/CO/SRB

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Abt + Grade Distribution, Strength Fluctuations Gains + Losses by Offices.

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS,06-3	4.21		13.0		54.73		4		218.92

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR: 218.92

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.
This report has been produced since the early 1950's but it is not currently distributed outside of the branch. It is used for a reference document. It will be phased out as of 31 December 1970

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT
- RETAIN AS IS
- CHANGE
- ✓ DISCONTINUE
- OTHER (explain)

ESTIMATED SAVINGS: MAN-HOURS 52; DOLLARS 218.92

DATE OF INVENTORY: 10-8-70

17. NAME AND

18. EXTENSION

STAT

FORM 142 | SECRET Classification | (22-36-43)

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